

**A SUBSTITUTE RESOLUTION BY
BY TRANSPORTATION COMMITTEE**

A SUBSTITUTE RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH IMAGE MANAGEMENT SOLUTIONS, FOR CONTRACT FC-3007000042, DOCUMENT CONTROL SCANNING SERVICES IN AN INITIAL AMOUNT OF \$500,000; ALL SERVICES WILL BE CHARGED TO AND PAID FROM CCID FUND 5502 (AIRPORT RENEWAL AND EXTENSION FUND) DEPARTMENT 180201 (DOA AVIATION CAPITAL PLANNING AND DEVELOPMENT) ACCOUNT 5234001 (PRINTING & BINDING) FUNCTION ACTIVITY 7563000 (AIRPORT) PROJECT 102825 (PLANNING & DEVELOPMENT G&A) FUNDING SOURCE 91249 (DOA R N E 9999) INTER COMPANY 0000 (DEFAULT) FUTURE 1 00000000 (DEFAULT) FUTURE 2 00000000 (DEFAULT). PATAEO: 18102825 (PROJECT) 101 (TASK) 550291249 (AWARD) 5234001 (PRINTING & BINDING); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (the "City") as owner and operator of the Hartsfield-Jackson Atlanta International Airport has undertaken Capital Improvement Program to accommodate the increasing air traffic; and

WHEREAS, in connection with such program, the City requires certain document scanning services; and

WHEREAS, the City did solicit Request for Proposals from qualified Offerors for Contract FC-3007000042, Document Control Scanning Services at Hartsfield-Jackson Atlanta International Airport; and

WHEREAS, after review and evaluation of the Offeror's Proposals, the Aviation General Manager and the Chief Procurement Officer recommend the award of the Document Control Scanning Services Contract to the most qualified Offeror, Image Management Solutions.

THE CITY COUNCIL OF THE CITY OF ATLANTA HEREBY RESOLVES that the Mayor is hereby authorized to execute on behalf of the City of Atlanta, Contract FC-3007000042, with Image Management Solutions, in an initial amount of \$500,000 for the Document Control Scanning Services project at Hartsfield-Jackson Atlanta International Airport.

BE IT FURTHER RESOLVED, that the initial term of the Contract will be for one year with two options to renew for an additional 1 year period at the sole discretion of the City.

BE IT FURTHER RESOLVED, that all contracted work will be charged to and paid for from CCID Fund 5502 (Airport Renewal and Extension Fund) Department 180201 (DOA Aviation Capital Planning and Development) Account 5234001 (Printing & Binding) Function Activity 7563000 (Airport) Project 102825 (Planning & Development G&A) Funding Source 91249 (DOA R N E 9999) Inter Company 0000 (Default) Future 1 00000000 (Default) Future 2 00000000 (Default). PATAEO 18102825 (Project) 101 (Task) 550291249 (Award) 5234001 (Printing & Binding).

BE IT FURTHER RESOLVED, that the City Attorney is hereby directed to prepare the appropriate Contract for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Contract will not become binding on the City and the City will incur no liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved by the City Attorney as to form and delivered to Image Management Solutions.

**A RESOLUTION BY
BY TRANSPORTATION COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH IMAGE MANAGEMENT SOLUTIONS, FOR CONTRACT FC-3007000042, DOCUMENT CONTROL SCANNING SERVICES IN AN INITIAL AMOUNT OF \$500,000; ALL SERVICES WILL BE CHARGED TO AND PAID FROM CCID FUND 5502 (AIRPORT RENEWAL AND EXTENSION FUND) DEPARTMENT 180201 (DOA AVIATION CAPITAL PLANNING AND DEVELOPMENT) ACCOUNT 5222999 (SERV/REPAIR/MAINT CONT-CONVERSION) FUNCTION ACTIVITY 7563000 (AIRPORT) PROJECT 102825 (PLANNING & DEVELOPMENT G&A) FUNDING SOURCE 91249 (DOA R N E 9999) INTER COMPANY 0000 (DEFAULT) FUTURE 1 00000000 (DEFAULT) FUTURE 2 00000000 (DEFAULT).

WHEREAS, the City of Atlanta (the "City") as owner and operator of the Hartsfield-Jackson Atlanta International Airport has undertaken Capital Improvement Program to accommodate the increasing air traffic; and

WHEREAS, in connection with such program, the City requires certain document scanning services; and

WHEREAS, the City did solicit Request for Proposals from qualified Offerors for Contract FC-3007000042, Document Control Scanning Services at Hartsfield-Jackson Atlanta International Airport; and

WHEREAS, after review and evaluation of the Offeror's Proposals, the Aviation General Manager and the Chief Procurement Officer recommend the award of the Document Control Scanning Services Contract to the most qualified Offeror, Image Management Solutions.

THE CITY COUNCIL OF THE CITY OF ATLANTA HEREBY RESOLVES that the Mayor is hereby authorized to execute on behalf of the City of Atlanta, Contract FC-3007000042, with Image Management Solutions, in an initial amount of \$500,000 for the Document Control Scanning Services project at Hartsfield-Jackson Atlanta International Airport.

BE IT FURTHER RESOLVED, that the initial term of the Contract will be for one year with two options to renew for an additional 1 year period at the sole discretion of the City.

BE IT FURTHER RESOLVED, that all contracted work will be charged to and paid for from CCID Fund 5502 (Airport Renewal and Extension Fund) Department 180201 (DOA Aviation Capital planning and Development) Account 5222999 (Serv/Repair/Maint Cont-Conversion) Function Activity 7563000 (Airport) Project

102825 (Planning & Development G&A) Funding Source 91249 (DOA R N E 9999)
Inter Company 0000 (Default) Future 1 00000000 (Default) Future 2 00000000
(Default).

BE IT FURTHER RESOLVED, that the City Attorney is hereby directed to prepare the appropriate Contract for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Contract will not become binding on the City and the City will incur no liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved by the City Attorney as to form and delivered to Image Management Solutions.

APPENDIX C SCOPE OF SERVICES

FC-3007000042 – DOCUMENT CONTROL SCANNING SERVICES

I. SCOPE OF SERVICES

There are two (2) specific components to the Scope of Services:

A. Scanning Services: The vendor shall supply all labor to transport and process documents as described in the Scope of Services.

- a. Vendors shall supply an excel inventory sheet to match up with each set of scanned documents. This inventory sheet shall have the following information listed for each document if available:
- b. Document Unique Number (from scanned document) This unique number will be assigned to each document when scanned. The scanned document must match the spread sheet 1 to 1 for uploading into our Document Control software system.
- c. The following items must be used to identify the document and (if available) be a part of the Document Unique Number:
 - i. Unique Document Number
 - ii. WBS Number
 - iii. Project Name
 - iv. Project Description
 - v. Document Date
 - vi. Revision Date
 - vii. Effective Date
 - viii. Title/Subject
 - ix. Drawing/Document number
 - x. Revision Number
 - xi. Source Company
 - xii. Addressee
 - xiii. Addressor

B. Backup/Disaster and Security Plan: Vendor must provide industry best practices for backup and disaster of DOA documents while in the vendor's possession. DOA data placed on media, such as cds/dvds/tapes, must be kept physically secure at all times for both on and offsite storage. DOA documents in digital format must be secured on a network. Vendor must provide industry best practices for secured off-site and on-site backup of DOA documents.

DOA Document Backlog

Vendor must scan the estimated backlog of over 2.55 million sheets housed within the Department of Planning and Development's Technical Support Campus. Vendor must scan the documents according to the following schedule:

Estimated Total Sheets to scan for 2008

Documents	Large Format Drawings	~ 150,000 sheets
(Estimated Minimum)	Small Format Drawings	~ 350,000 sheets
	Small Format Documents	~ 400,000 sheets
	Legacy Large Format Drawings	~ 400,000 sheets
Total		~ 1.3 million sheets

Estimated Total Sheets to scan for 2009-2010

Documents	Large Format Drawings	~ 250,000 sheets
(Estimated Minimum)	Small Format Drawings	~ 500,000 sheets
	Small Format Documents	~ 500,000 sheets
Total		~ 1.25 million sheets

Project Total ~2.55 million sheets

The vendor must provide the following services as part of this project:

2. Chain of Custody Specifications

- a. Vendor must provide the Planning and Development Bureau, Department of Aviation with a paper trail showing the seizure, custody, control, transfer, analysis, and disposition of physical records, both large and small documents.
- b. Vendor must at all times have a specific person(s) responsible for the Chain of Custody.
- c. All transactions, collections, and deliveries, dates, times, places, and names of assigned vendor staff and Department of Aviation employees shall be noted on the Chain of Custody form.
- d. Processed projects, both large and small documents, will be returned to the designated DOA facilities by vendor. At the time of the return of these projects, appropriate inventory protocols (Chain of Custody) will again be followed in order to ensure that all projects have been returned and are accounted for.

3. Transportation – Pickup

- a. Projects, consisting of large and small format documents, will be transported from the Department of Aviation facilities to vendor facility for processing.

- b. Pickups and deliveries of projects will be on a schedule determined by the Planning and Development Bureau, at the following address:

Department of Aviation
Technical Support Campus
Document Control
1255 South Loop Road
College Park, GA 30337

- c. The successful bidder must be located within the Metropolitan Atlanta and surrounding area. Routine pickups are to be made within forty-eight (48) hours of notification, excluding weekends and holidays. Orders are to be called in, faxed, or e-mailed to the vendor. The successful vendor will deliver items on weekdays from 8:00 a.m. to 5:00 p.m. to the location listed above as specified.
- d. On the occasions when DOA documents are needed and DOA documents are at vendor facility, the vendor shall have a DOA-approved process which enables the Planning and Development Bureau, Department of Aviation to contact vendor for specific document(s). The vendor must certify that the process will allow for the immediate search, retrieval, prep, scan, and index of same document(s) for the immediate use by the Planning and Development Bureau, Department of Aviation.
- e. At the time of accepting these projects, appropriate inventory protocols (Chain of Custody) will be followed in order to accurately track and account for all projects received.

4 Large Format Documents: Vendor must be able to scan large format sheets of 36" X 48" (Architectural E) or larger.

Vendor shall process large format documents as follows:

- a. Prepping

The vendor shall be responsible for prepping project sets for scanning. This may include removal of project plan sets from cans, unrolling projects, and removal of paper clips, staples or rubber bands, as well as identifying tags.

- b. Scanning

Large format documents will be scanned at 200 dpi using grayscale technology into .PDF format, backward compatible with Adobe 4.0 software.

All documents will be individually indexed according to the following criteria:

- i. WBS Number – This field must be included in the database that the vendor delivers. Data for this field will be supplied at a later date by the Planning and Development Bureau, Department of Aviation.
 - ii. Project Name
 - iii. Project Description
 - iv. Project Author
 - v. Project Recipient
 - vi. Project Date
 - vii. Sheet Number
 - viii. Sheet Description
 - ix. Sheet Discipline
- c. Vendor must provide to the Planning and Development Bureau, Department of Aviation a custom program that will allow the end user to programmatically add a measured line to previously processed images that will serve as a reference for the purpose of accurately scaling an image.

5. Small Format Documents: Vendor must be able to scan small format sheets that measures up to 11" X 17".

Vendor shall process small format documents as follows:

- a. Small format documents will be scanned and delivered in OCR, full-text searchable .PDF file format. These files will be multi-page documents, one document per project.
- b. Prepping

The vendor shall be responsible for prepping documents for scanning. This may include removal of paper clips, staples or rubber bands.

- c. Scanning

Small format documents will be scanned and delivered in OCR, full-text Searchable, PDF file format.

- d. Indexing

All documents will be individually indexed according to the following criteria:

- i. WBS Number – Included in database and searching; information to be supplied at a later date by the Planning and Development Bureau, Department of Aviation
 - ii. Project Name
 - iii. Project Description
 - iv. Project Author
 - v. Project Recipient

- vi. Project Date
- vii. Sheet Number – Set to “SMALL FORMAT”
- viii. Sheet Description – Set to “SMALL FORMAT”
- ix. Sheet Discipline – Set to “SMALL FORMAT”

- e. Small format documents frequently include large format sheets. These large format sheets will be scanned and appended to the end of the small format sheets and delivered in a multi-page .PDF file.

6. Reassembly of Documents: Vendor shall reassemble documents as follows:

- a. Large format plan sets will be re-rolled, rubber banded, and put back in original containers.
- b. Small format documents will be put back into original folders.

7. Deliverables: The vendor shall deliver the following:

- a. For large format documents, one image per sheet in .PDF format will be provided on the media specified. Media may include: cd, external hard drive, dvd, etc. For small format documents, one multi-page file per document in .PDF format will be provided on the media specified. Media may include: cd, external hard drive, dvd, etc.
- b. All index data in a quote comma delimited text file to be imported into an application specified by the Planning and Development Bureau, Department of Aviation.
- c. Vendor shall provide a separate, secure administration application that will allow for the management and updating of records in the system, as well as the importing of additional records. This will be accomplished without requiring the direct opening or modifying of the Database or files.
- d. The vendor shall keep a backup of all images as well as the corresponding database for one year after processing.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

FAC Confirmed by:

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this Legislation is to authorize the Mayor to execute a Contract to provide Document Control Scanning Services for H-JAIA Document Control.

2. Please provide background information regarding this legislation.

Document Control is responsible for maintaining a Central Repository of Records for the Department of Aviation. Currently, Document Control possesses over 1,000 boxes of 8½ x 11 legacy documents, over 5,000 sets of legacy drawings and several thousand airport related "As-Builts" and corresponding technical specifications, executed contracts, bid documents and various other small and large format documents which require electronic conversion.

The overall Scope is to protect and preserve these documents by optically scanning to tiff/pdf images. In addition, pick-up and delivery of documents is mandatory. The full Scope of Services is attached to this White Paper.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** Sealed Proposals (2-1189)

- (c) Bids/Proposals Due: 12/05/07
- (d) Invitations Issued: 10/22/07
- (e) Number of Bids: 1
- (f) Proposals Received: 6
- (g) Bidders/Proponents: Wright Document Services, Imaging Technologies Services, Xerox Corporation, Scan South, Image Management Solutions and Axiom Corporation
- (h) Term of Contract: Three (3) years

4. Fund Account Center (*Ex. Name and number*):

Fund: 2H21 Airport Renewal and Extension Fund; Account: 523001
Serv/Repair/Maint.Cont.; Center: R21E 60969999 Planning and Development
G&A

5. Source of Funds: *Example: Local Assistance Grant* City of Atlanta Contribution

6. Fiscal Impact: \$500,000 for Fiscal Year 2008

Example: This legislation will result in a reduction in the amount of \$500,000 to Fund Account Center Number 2H21 523001 R21E60969999

7. Method of Cost Recovery: 0

Examples:

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Violet Crawford



CITY OF ATLANTA
DEPT. OF PROCUREMENT

07 DEC -6 PM 3: 24

CITY OF ATLANTA

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

Shirley Franklin
Mayor

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: FC 3007000042, Document Control Scanning

DATE: November 29, 2007

The Office of Contract Compliance has evaluated Six (6) bids for minority and female business enterprise participation. The proponents are eligible under Section 2-1449(a) (2) (C). Five of the proponents have all been deemed responsive by the Office of Contract Compliance. For your information, the proponent has committed to utilizing M/FBEs as indicated below:

Wright Document Services		
EITPS	AABE	12.47%
Legacy Ford	AABE	2.62%
Synergy	FBE	12.47%
Prosys	FBE	4.78%
Total Participation		32.34%

Imaging Technologies Services

Total Participation
(Non-Responsive)

0.00%

Xerox Corporation		
MRM	AABE	32.00%
3D Performance	FBE	5.00%
Total Participation		37.00%

Scan South		
HA Management & Consulting	AABE	5.00%
Magna	AABE	15.00%
Solution Staffing	FBE	5.00%
Total Participation		25.00%

Image Management Solutions		
Decatur Atlanta Printing	AABE	20.00%
Global Tech Financial	FBE	5.00%
Total Participation		25.00%

Axiom Corporation		
CMC	AABE	34.00%
Total Participation		34.00%

If you have questions, please contact me at (404) 330-6010 or Alberto Aponte at (404) 330-6016.

cc: File
Kelley Carter , DOP

08 JAN 22 PM 4:16

Shirley Franklin
Mayor

Benjamin R. DeCosta
Aviation General Manager

January 11, 2008

Mr. Adam L. Smith
Chief Procurement Officer
Department of Procurement
City of Atlanta
55 Trinity Avenue SW
Suite 1790
Atlanta, Georgia 30335-0307

**SUBJECT: Contract FC-3007000042 – Document Control Scanning Services
Recommendation for Award**

Dear Mr. Smith:

The Department of Aviation has completed its evaluation of the Proposals in response to FC-3007000042 – Document Control Scanning Services. In total, six (6) Proposals were evaluated and included:

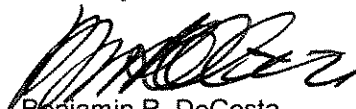
- 1) Axiom Corporation
- 2) Image Management Solutions
- 3) Scan South
- 4) Xerox Corporation
- 5) Imaging Technologies Services
- 6) Wright Document Services

The Department of Aviation recommends award of the Contract for the Document Control Scanning Services to Image Management Solutions for the Airport's future scanning services.

We have attached hereto the Evaluation Committee's completed Percentage Evaluation Forms and the Summary Evaluation of the Proposal. We will present Legislation for consideration at the February 18, 2008 Council session.

If additional information is required, please contact Lepora Manigault at 404-530-2421.

Sincerely,


Benjamin R. DeCosta
Aviation General Manager

BRD/

Attachments

cc: Mario Diaz
Anita Williams

Dan Molloy
Robert Caput

Lepora Manigault
Andy Orr

Annette Williams-Gonzales
Document Control



TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Anita Williams

Contact Number: 404-530-6600

Originating Department: Aviation


Committee(s) of Purview: Transportation

Chief of Staff Deadline: 2/27/08

Anticipated Committee Meeting Date(s): 3/12/08

Anticipated Full Council Date: 3/17/08

Commissioner Signature: 

Chief Procurement Officer Signature: 

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH IMAGE MANAGEMENT SOLUTIONS, FOR CONTRACT FC-3007000042, DOCUMENT CONTROL SCANNING SERVICES IN AN INITIAL AMOUNT OF \$500,000; ALL SERVICES WILL BE CHARGED TO AND PAID FROM CCID FUND 5502 (AIRPORT RENEWAL AND EXTENSION FUND) DEPARTMENT 180201 (DOA AVIATION CAPITAL PLANNING AND DEVELOPMENT) ACCOUNT 5222999 (SERV/REPAIR/MAINT CONT-CONVERSION) FUNCTION ACTIVITY 7563000 (AIRPORT) PROJECT 102825 (PLANNING & DEVELOPMENT G&A) FUNDING SOURCE 91249 (DOA R N E 9999) INTER COMPANY 0000 (DEFAULT) FUTURE 1 00000000 (DEFAULT) FUTURE 2 00000000 (DEFAULT).

FINANCIAL IMPACT (if any) \$500,000

Mayor's Staff Only

Received by CPO: _____ (date) Received by LC from CPO: _____ (date)

Received by Mayor's Office: 2/27/08  Reviewed by:  (date)

Submitted to Council: _____ (date)